	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note	Date	Revision	Change
								Logged	History	Control?
500	Specific - Process developmen	nt								
501	Process	The Process shall define the Release Review Board Scope	1.0	High	Yes					
502	Process	The Process shall define the Release Review Board Charter	1.0	High	Yes					
503	Process	The Process shall define the Release Review Board Organization	1.0	High	Yes					
504	Process	The Process shall define the Release Review Board Review process	1.0	High	Yes					
505	Process	The Process shall define the Release Review Board Escalation process	1.0	High	Yes					
506	Process	A procedure to define how the Release Review Board creates the annual release plan and baseline.	1.0	High	Yes					
507	Process	The Process shall define the Release Review Board Organization steps to create the annual release baseline	1.0	High	Yes					
508	Process	The Process shall define the Release Review Board Organization review and approval process	1.0	High	Yes					
509	Process	The Process shall define the Release Review Board Organization change review and update to baseline activity	1.0	High	Yes					
5010	Process	The process will define the ERM tool user guide	1.0	Medium	Yes					
5011	Process	The Process shall define the Release Review Board effort estimates needed for various FSA resources to support the process long term	1.0	High	Yes					
5012	Process	The Process shall define the Release Review Board executive approval process	1.0	High	Yes			1	1	1
5013	Process	The Process shall define the Enterprise Release Management integration points via SLC change request form with existing FSA processes including:	1.0	. ng						
5014	Process	a. Annual Planning process (TBD)	1.0	High	Yes					
5015	Process	b. DSG Process	1.0	High	Yes					
5016	Process	c. BIG process	1.0	High	Yes					
5017	Process	d. Application level annual planning process (TBD)	1.0	High	Yes					
5018	Process	e. Enterprise Change Management Process	1.0	High	Yes					
5019	Process	f. SLC process guide	1.0	High	Yes					
5020	Process	g. Investment management process (IPC)	1.0	High	Yes					
5021	Process	h. Department of Education release plan (TBD)	1.0	High	Yes					
5022	Process	Enterprise Configuration Management process (TBD)	1.0	Medium	Yes					
5023	Process	j. Application Configuration management process and procedures	1.0	High	Yes					
5024	Process	k. FSA government Audit process (TBD)	1.0	Medium	Yes					
5025	Process	I. Enterprise Project Management (Project Management Center) (TBD)	1.0	Medium	Yes					
5026	Process	m. Enterprise Change Management Board review process (TBD)	1.0	Medium	Yes					
5027	Process	n. FSA government Audit process (TBD)	1.0	High	Yes					
5028	Process	O. Peak processing and other recurring constraints such as Month End, FASFA Peak, etc. (TBD)	1.0	High	Yes					
5029	Process	p. VDC Roadmap production cutover process(TBD)	1.0	Medium	Yes					
5030	Process	<ul> <li>q. Contract management process for TO and contract changes if release are delayed or backed out.</li> </ul>	1.0	High	Yes					
5031	Process	Enterprise Architecture review process (If update or change impacts other applications shoeduled in release)	1.0	High	Yes					
5032	Process	Development of a Roll-out and integration plan	1.0	High	Yes					
5033	Process	Development of a coomunication plan	1.0	Medium	Yes			1		
5034	Process	Development of a pilot program to validate assumptions	1.0	High	Yes					
5035	Process	Development of a sustained trainign process and program plan	1.0	High	Yes					
510	Timeframe									
	Timeframe	The process shall define ERM Timeframe information:	1.0							
511	Timeframe	a: ERM planning dates - aligned to Enterprise planning and budget process	1.0	High	Yes					
512	Timeframe	b: ERM planning window and resource involvement	1.0	High	Yes					
513	Timeframe	c: Baseline Completion date (due date)	1.0	High	Yes					
520	ERM Organization defined									
	ERM Organization	ERM process defines the organization structure and detailed roles and responsibilities including:	1.0							
521	ERM Organization	a. ERM Planning and project Lead	1.0	High	Yes					
522	ERM Organization	b: Channel representation	1.0	High	Yes	İ		1	İ	

	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note	Date Logged	Revision History	Change Control?
								55		
523	ERM Organization	c: ERM Process owner	1.0	High	Yes					
524	ERM Organization	d: ERM Training lead	1.0	High	Yes					
525	ERM Organization	e: ERM CCB Secretariat	1.0	High	Yes					
524	ERM Organization	f: ERM escalation resolution review board	1.0	High	Yes					
525	ERM Organization	g: ERM release manager	1.0	High	Yes					
526	ERM Organization	h: Release Review Board	1.0	High	Yes					
527	ERM Organization	I: Release Management Tool Support (Developer)	1.0	High	Yes					
528	ERM Organization	Process will define accountable resources for ownership of the ERM process	1.0	High	Yes					
530	ERM Release manager									
	Release manager	ERM process defines the Release manager responsibilities including:	1.0							
531	Release manager	a: Specific process to baseline release	1.0	High	Yes					
532	Release manager	b: Process to identify change to the baseline, scope, schedule, functionality	1.0	High	Yes					
533	Release manager	c: Process to document impact analysis and review process with affected stakeholders	1.0	High	Yes					
534	Release manager	d: Integration points to the ECM tool and process	1.0	High	Yes					
540	Other									
	Other	The ERM process shall define the following job-aids and templates:	1.0							
541	Other	a: Baseline Release plan Template	1.0	High	Yes					
542	Other	b: Release Change Request	1.0	High	Yes					
543	Other	c: Release CR impact analysis form	1.0	High	Yes					
544	Other	d: E-mail - notification list	1.0	High	Yes					
545	Other	e: Business Requirements	1.0	High	Yes					
546	Other	f: Process flows	1.0	High	Yes					
547	Other	g: Appropriate SLC documentation	1.0	High	Yes					
548	Other	h: ECM Enhancement requirements	1.0	High	Yes					
549	Other	i: Release Review board Minutes template	1.0	High	Yes					
550	Other	j: ERM release configuration management process for version control	1.0	High	Yes					
551	Other	k: ERM Configuration management plan	1.0	High	Yes					

The system shall support parent Child relationship to other change requests in the ECM   1.0   16gh   1.0   1.0   16gh   1.0   1.0   16gh   1.0   1.	Ca	ategory	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note	Date Logged	Revision History	Change Control?	Rational
Incompany   Common   The system shall facilitate changes control treaking.   2.0 High	) Ge	eneral										
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Description   Progress   Progre	2 Ge	eneral	The system shall provide email notification upon escalation.	2.0	Medium							
Access   The system shall allow for ubiquibus access via web browsers.   2.0 High	Ge	eneral	The system data shall be backed up on periodic intervals.	2.0	High							
Access   The system shall allow for ubiquitous access to the number of users consistent with estimated usage.   2.0 High			The system must support portability of data to updated versions.	2.0	High							
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Reports   The system shall allow exportation of reports to MS Word & MS Excel   2.0   Medium			, , , , ,									
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Specific - Release Change Control   Specific - Release Change Control   The change control portion of the database shall include the following request information:   2.0		•	· · · · · · · · · · · · · · · · · · ·									
Request The change control portion of the database shall include the following request information:  401 Request a: Title  402 Request b. Unique Identifier number  403 Request c. Type (e.g. issue, queue request, port request, etc.)  404 Request d. Priority (e.g. Normal, Urgent, etc.)  405 Request e: Status  406 Request f: Description  407 Request g: Systems affected  408 Request g: Systems affected  409 Request h: Dependencies  409 Request i: Risk Assessment  409 Request j: Backout/Recovery Plan  400 Timeframe  410 Timeframe  411 Timeframe  The change control portion of the database shall include the following Timeframe information:  2.0 High Yes  4.0 High Yes			issues.	2.0	Medium							
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A02   Request   B. Unique Identifier number   C. Type (e.g. issue, queue request, port request, etc.)   C. Type (e.g. issue, queue request, port request, etc.)   C. Type (e.g. issue, queue request, port request, etc.)   C. D. High   Yes   C. Type (e.g. issue, queue request, port request, etc.)   C. D. High   Yes   C. Type (e.g. issue, queue request, port request, etc.)   C. D. High   Yes		`										
Request   C. Type (e.g. issue, queue request, port request, etc.)   2.0   High   Yes	I Re	equest	* **	2.0	High	Yes						
Request   d. Priority (e.g. Normal, Urgent, etc.)   2.0   High   Yes		•	•									
405   Request   e: Status   2.0   High   Yes												
406   Request   F. Description   2.0   High   Yes												
407   Request   g: Systems affected   2.0   High   Yes												
408   Request   h: Dependencies   2.0   High   Yes			•					-	-		<del> </del>	+
409   Request			0 7		-						+	
4010         Request         j: Backout/Recovery Plan         2.0         High         Yes         1           410         Timeframe         The change control portion of the database shall include the following Timeframe information:         2.0         Image: Control portion of the database shall include the following Timeframe information:           411         Timeframe         a: Requested Implementation Date         2.0         High         Yes           412         Timeframe         b: Requested Implementation Time         2.0         High         Yes			•					-	-		<del> </del>	+
Timeframe   The change control portion of the database shall include the following Timeframe   2.0									-			-
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412 Timeframe b: Requested Implementation Time 2.0 High Yes				2.0								
412 Timeframe b: Requested Implementation Time 2.0 High Yes	I Tin	meframe	a: Requested Implementation Date	2.0	High	Yes					1	† 1
											1	†
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414 Timeframe d: Planned Implementation Time 2.0 High Yes										1		†
415 Timeframe e: Emergency Justification (why less then 2 wks lead-time) 2.0 High Yes			•		-						1	†
416 Timeframe f: Can the request be completed earlier? 2.0 High Yes			• • • • • • • • • • • • • • • • • • • •	2.0						1	İ	†
417 Timeframe g: Estimated Duration to Complete the Change 2.0 High Yes	7 Tin	meframe	g: Estimated Duration to Complete the Change	2.0	High	Yes					1	

	Category	Business Requirement and Description	Phase	Priority	Required	Reviewed	Implementation Note	Date Logged	Revision History	Change Control?	Rational
418	Timeframe	h: Estimated Duration to Backout the Change	2.0	High	Yes						
430	Release Lead Information										
	Release Lead Information	The change control portion of the database shall include the following Release lead information:	2.0								
431	Release Lead Information	a: Name	2.0	High	(Yes) When Assigned						
432	Release Lead Information	b: Phone	2.0	High	no						
433	Release Lead Information	c: Pager	2.0	Medium	no						
434	Release Lead Information	d: E-mail	2.0	High	no						
450	Release Manager Information										
	Release Manager	The change control portion of the database shall include the following release manager information:	2.0								
451	Release Manager	a: Name	2.0	High	Yes						
452	Release Manager	b: Phone	2.0	High	no						
453	Release Manager	c: Pager	2.0	Medium	no						
454	Release Manager	d: E-mail	2.0	High	no						
460	Other										
	Other	The change control portion of the release database shall include the following additional information:	2.0								
461	Other	a: Attached Files	2.0	High	no						
462	Other	b: Notes	2.0	High	no						
463	Other	c: Note Archive	2.0	High	no						
464	Other	d: History	2.0	High	no						
464	Other	e: imapct analysis	2.0	High	no						
900	ECM tool enhancement Requir										
	ECM tool enhancement	The ECM solution shall be updated to include ERM data including	1.0								
901	ECM tool enhancement	a: ERM Release number (drop down)	1.0	High	Yes						
902	ECM tool enhancement	b: ERM Approved change (Y/N)	1.0	High	Yes						
902	ECM tool enhancement	c: ERM new change notification made (Y/N)	1.0	High	Yes						
903	ECM tool enhancement	d: ERM Regression test required? (Y/N)	1.0	High	Yes						